

VACANCY NOTICE NO: 2319
DEADLINE FOR APPLICATION: 27 September 2024
 29 day(s) until closing deadline - Currently accepting applications

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Associate Coordination Officer	P2	Geneva, Switzerland	To be determined	Fixed-term - 2 years

ORGANIZATIONAL UNIT	WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.
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<p>DUTIES AND RESPONSIBILITIES</p> <p>Under the overall supervision of the Assistant Secretary-General, the incumbent will perform the following tasks:</p> <p>Position Specific Responsibilities:</p> <p>Within limits of delegated authority, the Associate Coordination Officer will be responsible for the following duties:</p> <p>(a) Coordinates the core workflow management for the ASG on a timely basis, ensuring that the ASG is able to execute his management and other responsibilities such as all meetings and missions.</p> <p>(b) Ensures that follow-up from meetings and interactions is communicated to relevant staff and authorities.</p> <p>(c) Provides substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of documents and presentations, etc.</p> <p>(d) Contributes to internal communication and the coordination within the Organization by planning and facilitating workshops, meetings and retreats for the senior leadership team, the senior management team and staff at large.</p> <p>(e) Coordinates/undertakes the drafting of minutes or action plans and ensures the follow up on actions points and decisions taken.</p> <p>(f) Manages the travel calendar for the ASG and ensures that all trips are fully planned and optimized in all respects, including travel arrangements, itinerary, meetings secured, briefing materials, pre-briefing, speeches and other materials.</p> <p>(g) Maintains a close working relationship with all organizational units reporting to the ASG.</p> <p>(h) Participates in the development, implementation and evaluation of assigned special projects. Monitors and analyses project implementation. Reviews relevant documents and reports on behalf of the ASG.</p> <p>(i) Researches, analyses and presents information to the ASG gathered from diverse sources.</p> <p>(j) Supports various research activities as requested by the ASG.</p> <p>(k) Keeps the ASG informed of all matters requiring his personal attention, assists in formulating options as to how those matters might be handled, and ensures appropriate follow up.</p> <p>(l) Prepares various written outputs including written summaries of the ASG's meetings, minutes of Board of Director's meetings, as well as drafting of trip reports.</p> <p>(m) Coordinates and drafts correspondence for the ASG's signature. Drafts background papers, analyses, sections of reports and studies and provides inputs to publications.</p> <p>(n) Performs other duties as requested by the ASG.</p>	<p>QUALIFICATIONS</p> <p>Education Master's degree or a bachelor's degree in combination with two additional years of qualifying experience is required in Business Administration, Management, Public Administration, Accounting, Finance.</p> <p>Experience At least two years of progressively responsible experience in public administration, office management, finance, and general administration, preferably in an international organization.</p> <p>Languages Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: the official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>
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Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.

<p>SALARY AND ALLOWANCES</p> <p>Annual net base salary on initial appointment is: US\$ 50377</p> <p>Annual post adjustment on initial salary is: US\$ 40805 (in addition to the net base salary)</p>

Additional Information:
 Only applicants in whom WMO has a further interest will be contacted.
 Shortlisted candidates may be required to sit a written assessment and/or an interview.

APPLICATIONS: Applications should be made online through the WMO e-recruitment system at <https://erecruit.wmo.int/public/>. Do not send your application via multiple routes. Only applicants in whom WMO has a further interest will be contacted.

Date of issue of vacancy notice: 28 August 2024